



7 VENDOR MANAGEMENT
7.5 Vendor Training

Effective: 6/1/96

POLICY: The owner of the grocery store or pharmacy or the owner's designee from each location for which authorization or reauthorization is requested shall participate in a training session at a location designated by local project staff.

PROCEDURE:

A. TRAINING AT INITIAL AUTHORIZATION

1. A vendor is not authorized until the owner or a representative of the owner (e.g., manager, head cashier, store training personnel) have attended a training.
2. Training is provided by local WIC Project staff or by a representative of the State WIC Vendor Unit.
3. Training will be provided at a location designated by local WIC Project staff. The individuals to be trained may be asked to come to the local Project site for training or local Project staff may go to the store to conduct the training.
4. An outline for training vendors is included in the Appendix of this section. Additional training information and materials are included in the Wisconsin WIC Vendor Manual.
5. A WIC Vendor Training Proof of Participation form (DOH 4727) must be completed by each store representative who attended the full training. See Attachments.
6. A signed contract, vendor stamp, and educational materials shall be distributed to the persons attending the training session.

B. TRAINING AT REAUTHORIZATION

1. Staff of the State WIC Vendor Unit will provide each project with a list of vendors meeting the conditions of eligibility who need to be trained as part of the reauthorization process.
2. State WIC Vendor Unit staff will provide training to all projects prior to vendor trainings regarding changes in requirements, policies, responsibilities, administrative rules, educational materials and approved foods. See Policy 7.4 Vendor Authorization Process: Acceptable Vendors.



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3. A training outline is provided to all Projects prior to the vendor trainings that include the key elements of the training.
4. Local WIC Project training of vendors can be completed in a group setting at a location identified by Project staff.
5. Local WIC Project staff will determine the date and time of the training. It is recommended that at least two training dates and locations are offered to vendors, depending upon the location of vendors in the local WIC Project service area.
6. A signed contract and educational materials shall be distributed to the persons attending the training session.

ATTACHMENTS

WIC Vendor Training Proof of Participation (DOH 4727)